

**Town of Williamsport
Mayor & Council Minutes
November 9, 2009**

A regular meeting of the Williamsport Mayor and Council was held on November 9, 2009, at 7:00 p.m. at the Williamsport Town Hall.

In attendance were:

Mayor James G. McCleaf II
Assistant Mayor Tony Drury
Council member Tearza Knode
Council member Timothy Fraker
Council member James Kalbfleisch
Council member Monty Jones
Town Attorney Edward Kuczynski

Also Present – Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order.

Mayor James G. McCleaf II asked all in attendance to stand for a moment of silence followed by the Pledge of Allegiance.

A motion was made by Councilwoman T. Knode to accept the minutes of the October 12, 2009 Regular Meeting and the minutes of the November 2, 2009 Workshop, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

Financial Reports

A motion was made by Councilman Kalbfleisch, seconded by Councilman Fraker to accept the October 2009 Financial Report as given, with all voting in favor, motion carried.

Guests

Pack 17 of the Cub Scouts thanked the Mayor and Council for allowing them to attend the meeting.

Town Resident, Jimmy Black, presented a check in the amount of \$1,000.00 to the Riverview Cemetery on behalf of the Williamsport Days Committee.

Correspondence

Mayor James G. McCleaf II read a thank you from Town employee, Jamie Hill, thanking the Mayor and Council for the luncheon and gift certificate in honor of her 20th anniversary with the Town of Williamsport.

Mayor James G. McCleaf II read a thank you from the Washington County Municipal League. The next chapter of the Maryland municipal League will be held on Monday, November 23, 2009 and will be hosted by the Town of Clear Spring. The meeting will be held at the Clear Spring American Legion located on Martin Street. Please send payment for your reservations to the Town of Clear Spring, P.O. Box 104, Clear Spring, MD 21722 by Friday, November 13, 2009.

Mayor James G. McCleaf II, read a thank you from Leadership of Washington County, thanking Mayor James G. McCleaf II for hosting a group from Leadership of Washington County Class XXIII as part of our exploration of historic preservation and its impact on economic development.

Mayor James G. McCleaf II, read a thank you letter thanking the Mayor and Council for their generous support of the Cumberland Valley Century on August 8, 2009. The funds raised by this event will allow us to contribute \$3,500.00 to San Mar Children's Home, which is doing great things to help girls in need of special care. We are already making plans for our 2010 Century, and hope you will be able to continue the support you've given this year. The event is scheduled for August 14, 2010.

Reports

Ed Kuczynski, Town Attorney reported that the Board of Zoning Appeals granted the request for a variance from Todd Snook.

Mayor McCleaf reported that the next meeting of the Land Use Committee is scheduled for next Monday at 5:30p.m. at the Town Hall.

Ed Kuczynski, Town Attorney reported on the State of Maryland's debt policy for municipalities. There are two requirements resulting from the recent enactment of Chapter 693 of the Laws of 2009. The first is that each local government unit adopt a local debt policy and submit this policy to the State Treasurer. The second requires that local government units submit information regarding indebtedness from variable rate debt instruments, interest rate exchange agreements or swaps, and other derivatives including futures and options to both the State Treasurer and the Department of Legislative Services. He recommended that we pass by Resolution not Ordinance and brought a Resolution for the Mayor and Council to look over. Discussion was held on the Debt Policy Procedure.

Councilwoman T. Knode reported that the Code Enforcement Committee met on Monday, November 2, 2009 at 5:30p.m. at the Williamsport Town Hall. They are working on a brochure for the Town of Williamsport. She stated that it was a very good meeting and something needs to be done. The next Code Enforcement Meeting is scheduled for Monday, December 7, 2009 at 5:30p.m.

Council Reports

Councilman Jones gave the Sheriffs report for the month of October 2009.

Councilman Kalbfleisch reported that on Tuesday, November 4, 2009 Town Clerk, Donnie Stotemyer and Richard Hartle of Diamond Electric met with two representatives from Allegheny Power. The meeting was held to discuss the Town's electric conversion from 4Kv to 12Kv. As a result of the conversion upgrades will be needed upgrades to the Town's sub station and/or transformers. Another meeting will be scheduled to discuss the necessary upgrades. He also thanked the Mayor and Council for the sympathy card.

Councilman Jones stated that the Council will be reviewing the snow removal bids for the upcoming season at this meeting.

Assistant Mayor Drury reported that the next Merchants Meeting is scheduled for November 17, 2009 at 6:00p.m. He also reported on the upcoming Christmas Activities. He also stated that he is currently working with the County on the Towns pending sewer projects.

Councilwoman T. Knode reported that the State of Maryland Highway Administration has awarded a grant to the Town of Williamsport for a Recreational Trails Program (RTP). The award has been approved in the amount of \$30,000.00. This award amount is specifically for the construction of approximately 4,750 linear feet of trail. Discussion was held the pending grant from the Maryland State Highway Administration. She reported that she and Donnie Stotemyer, Town Clerk, had worked together on another project through Program Open Space. She

also reported that 35 trees had been planted on Saturday, November 7, 2009 throughout the Town of Williamsport. This was part of the Urban Greening Grant through the Chesapeake Bay Trust. She then discussed with the Mayor and Council that she had met with Mr. Henderson of Williamsport Elementary he is the teacher for the Magna Student Program. She is attempting to get the students to participate in some upcoming Christmas Festivities scheduled for December 13, 2009 at the Springfield Barn. She also reported that the care packages made up during the Fourth of July Festivities - half of them were sent out to Afghanistan recently.

Councilman Fraker reported on the progress of the Baby Pool, he has received a couple estimates. The next meeting of the Pool Committee is scheduled for Wednesday, November 18, 2009

Mayors Report

Mayor James G. McCleaf II reported that he has been meeting with Julie Pippel, Director of the Washington County Division of Environmental Management. They have been reviewing the rehab plans for the pump station in the Town of Williamsport. As a result of these meeting they have made several recommendations to improve the plans. There is another meeting scheduled for Thursday November 12, 2009 at 11:00 a.m. at the Town Hall to go over the drawings for the pump stations.

Old Business

Mayor James G. McCleaf II informed the Council that a 5% water rate increase introduced at the October 12, 2009 regular meeting. Discussion was held concerning the water rate increase for the Town of Williamsport resident's. A motion was made by Assistant Mayor Drury to adopt an Emergency Ordinance increasing the water rate by 5% for the Town of Williamsport, seconded by Councilman Fraker, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the Council the Snow & Mowing bids that were submitted for the 2009/2010 mowing and snow removal season. Quality Lawn Service submitted a mowing bid at the rate of \$875.00 per cut. Advantage Landscape submitted a bid for mowing in the amount of \$1,009.00 per cut. Advantage Landscape also submitted a 12-month contract for mowing and snow removal at the cost of \$33,903.25 or \$2,825.27 per month for 12 months. This bid also includes 40 yards of free mulch (any color) throughout the year. Also should the total snowfall in Williamsport not exceed 7" for the year there shall be no payment necessary in October 2010. A motion was made by Councilwoman T. Knode to award the mowing and snow removal contract for the 2009/2010 snow removal/mowing season to Advantage Landscape & Construction Inc, seconded by Councilman Fraker, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the Council that Thrasher Engineering Inc. recommends the award of the Water System Improvement Project to Snyder Environmental Services with the low bid in the amount of \$282,175.00. A motion was made by Assistant Mayor Drury to award the Water System Improvement Project to Snyder Environmental Services, seconded by Councilman Jones, with all voting in favor, motion carried.

Mayor James G. McCleaf reviewed with the Council that Thrasher Engineering Inc. recommends the award of the Inflow and Infiltration Reduction Project #3 to W. F. DeLauter and Son Inc, with a low bid in the amount of \$695,376.27. A motion was made by Assistant Mayor Drury to award the Inflow and Infiltration Reduction Project #3 to W. F. DeLauter and Sons Inc, seconded by Councilwoman T. Knode, motion carried.

New Business

Mayor James G. McCleaf reported that the State of Maryland Highway Administration has awarded a grant to the Town of Williamsport for a Recreational Trails Program (RTP). The award has been approved in the amount of \$30,000.00. This award amount is specifically for the construction of approximately 4,750 linear feet of trail. Discussion was held the pending grant from the Maryland State Highway Administration. Councilwoman T. Knode made a motion to accept the \$30,000.00 grant from the Maryland State Highway Administration to be used

to construct a Recreational Trails Program in Byron Memorial Park, seconded by Councilman Jones, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the Council a bid proposal, submitted by Swimkare, to install the Virginia Grahme Baker Act compliant main drains to the wading pool located at the L. Beard Miller Pool in the Byron Memorial Park. Included in the proposal is the removal of the existing main drains, install two ASA 12x12 main drains, install two VGB compliant frame grates, all associated permits and applications, and re-pour concrete to existing grade for the total price of \$3995.00. Councilman Fraker recommended that this be tabled to a future meeting.

Mayor James G. McCleaf II reviewed with the Council that he was going to appoint Mr. Leonard Kelly and Ms. Sarah Baker both of the Town of Williamsport to the Zoning Appeals Board as alternates. A motion was made by Councilman Jones, seconded by Councilwoman T. Knode to approve the presented appointments to be alternates of the Zoning Appeals Board, with all voting in favor, motion carried.

Mayor James G. McCleaf II presented the Water Quality Bond ARRA Ordinance. Ed Kuczynski, Town Attorney reviewed the Ordinance with the Mayor and Council. A motion was made by Councilman Jones, seconded by Assistant Mayor Drury to introduce the Ordinance as presented, with all voting in favor, motion carried.

Mayor James G. McCleaf II reminded the Council of the Special Meeting scheduled for November 16, 2009 at 6:00p.m. to adopt the above mentioned Ordinance.

Mr. Richard Grimm, Zoning Administrator, explained that the Washington County Student Trades Foundation purchased a property located at 337 S. Artizan Street they would like to gain access through an existing alleyway that runs to the property and dead ends at the north end of the alley. Mr. Greg Dietrich and Mr. Lawrence Stevens, representatives of the Washington County Student Trades Foundation, explained that they have already been granted a variance for the project. Town Attorney, Ed Kuczynski, explained that if a new entrance is constructed at the end of the property that this entrance would need to be blacktopped at the specifications of the Town of Williamsport's street system. Mayor James G. McCleaf II requested that Councilman Jones follow up with Mr. Dietrich to review their request.

Assistant Mayor Drury asked if the sign at the Library could be removed for the cold months. Discussion took place on the matter; seeing as the Fire Hall does use the sign. Councilman Fraker was asked to look into the cost of a new sign.

Citizen Participation

Ken Lafferty, Town resident, addressed the Mayor and Council with his issues with the Sheriffs report. He feels that the hours spent on patrol in the Town of Williamsport should be stated in the report. Councilman Jones stated that this information is not public information, but he would try to provide this information to Mr. Lafferty.

Walter Williams, Town resident, reported that they are currently waiting for the completion of the sign design for the Trail Towns Program. Mayor McCleaf reported that Trail Towns is hoping for a uniform design for all signs. Mr. Williams also thanked Councilwoman T. Knode and her volunteers for the luminaries in the park in honor of Breast Cancer Awareness. He also stated that the Ghost Walk held recently in the Town was a lot of fun.

Discussion was held on the upcoming Christmas Parade.

Mayor James G. McCleaf II requested that he and the Council enter into Executive Session. A motion was made by Councilman Fraker, seconded by Councilwoman T. Knode to enter into Executive Session, with all voting in favor, motion carried.

A motion to adjourn was made by Councilman Jones, seconded by Councilman Fraker, with all voting in favor, motion carried.

Meeting Adjourned.

Respectfully submitted,

Donnie Stotlemeyer
Town Clerk
Town of Williamsport